

Community School of Digital and Visual Arts (CSDVA)

Board of Directors Meeting Minutes

Date: November 30, 2023

Location: Virtual-ZOOM

Time: 4:00 p.m.

1. Call to Order and Opening Remarks

The meeting opened with informal greetings and attendance confirmation. The agenda was reviewed and **approved unanimously** by the board.

2. Staff Updates

Mr. Denny provided school-wide updates, including:

- **Enrollment:** 181 students currently enrolled.
 - **Chronic Absenteeism:** Strategies are being implemented to address attendance concerns.
 - **Core Priorities:** Focus on improving school climate and academic outcomes.
 - **Policy and Procedure Manual:** Now fully implemented, with staff training complete and integration into daily routines.
 - **Leadership Reports:** Monthly reports will be distributed to board members prior to meetings moving forward.
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3. School Climate, Culture, and Student Engagement

- **Behavior Management:** Behavioral incidents have significantly decreased; only one minor altercation reported this period.
 - **PBIS Implementation:** A Positive Behavioral Interventions and Supports (PBIS) handbook is in place, utilizing Class Dojo and LiveSchool for real-time behavior tracking and incentives.
 - **Academic Supports:**
 - K–8 pacing guides launched for ELA and Math.
 - K–2 core curriculum includes HMH Into Reading and Eureka Math, with early positive outcomes.
 - Additional investments made in K–2 staffing and support.
 - **Enrichment Activities:** Athletics, field trips, and clubs (cheer, step, basketball) are active and expanding.
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4. Academic Systems and Instructional Leadership

- **Assessment Monitoring:**
 - Daily learning tracked via exit tickets.
 - Weekly assessments implemented.
 - **Instructional Coaching:** Real-time feedback loops introduced using a classroom walkthrough app.
 - **Tier 2 Student Focus:** Targeted support informed by MAP data.
 - **Saturday Academies:** Scheduled to begin in the spring, with incentives for attendance and growth.
 - **Leadership Collaboration:** Instructional leadership team meets weekly to review interim data.
 - **Professional Development:** Aligned with the School Improvement Plan (SIP), scheduled for board approval on December 14.
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5. Family Engagement and Communication

- **Quarterly Conferences:** Now scheduled and recurring on the school calendar.
 - **Communication Tools:** Implementation of TalkingPoints, integrated with PowerSchool, to streamline family communication.
 - **Engagement Goals:** The SIP includes a 20% increase in parent engagement as a targeted metric.
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6. Enrollment and Marketing

- **School Tours:** Bi-monthly tours to begin in January 2024.
 - **Enrollment Targets:** Goal to increase from 180 to 212 students.
 - **Strategic Focus:** Emphasis on marketing and outreach to support enrollment growth.
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7. Compliance and Policy Updates

- **Corrective Actions:** Due to DPI Consolidated Monitoring by January 9.
 - **Board Approvals:**
 - 2023–2024 Board Meeting Calendar
 - DPI-compliant Admissions and Lottery Policies
 - **Auditor Selection:** Mr. Crawford authorized to select auditor for FY2023.
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8. Staffing

- **Teacher Licensing:** 62% of current staff are licensed, exceeding the state minimum of 50%.
 - **Support:** Continued support and monitoring for non-licensed staff.
 - **Staffing Needs:**
 - ELA Tutor (Grades 4–8)
 - Teacher Assistant (Grades 1–2)
 - **Exceptional Children (EC):**
 - Current EC teacher serves 17 students
 - 8 additional EC referrals pending
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9. Operations and Facilities

- **Staff Recognition:** Holiday bonus and apparel bundle approved for staff appreciation.
 - **Transportation:**
 - School owns 8–9 buses; only 7 are operable.
 - High repair costs noted.
 - **Facilities Needs:**
 - Fire doors and windows require urgent replacement (out of code).
 - Backup generator requested due to recent outages.
 - Perimeter fence near playground needs immediate repair.
 - **Vendor Quotes:** Submitted for repairs and awaiting board funding decisions.
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10. Technology and Fundraising

- **Tech Upgrades:** Phone and hotspot issues addressed via E-Rate program support.
 - **Fundraising Update:**
 - Athletics Department raised **\$2,113** after expenses through fall fundraiser.
 - Cheerleaders participated in NCCU Homecoming Parade and other community events.
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11. Financial Outlook and Strategic Oversight

- **Enrollment Shortfall:** Current enrollment at 180, below target of 220, resulting in a projected revenue shortfall.
- **Cost-Containment Measures:**
 - Contracted electives
 - Staffing reductions

- **Budget Concerns:**
 - Board expressed concern about budget deficits and charter renewal implications.
 - Unused funds (e.g., social worker position) to be reallocated in revised budget.
 - ESSER funds will be reprogrammed where appropriate.
 - **Board Action:**

The board **unanimously approved \$50,000** to support **Mr. Crawford's expanded role** in leadership and financial oversight.
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12. Adjournment

There being no further business, the meeting was adjourned.